

Cultural Heritage Preservation Plan, Phase II

1. Stakeholder Evaluation of Proposed Action Items

With funding from the Institute of Museum and Library Services, the Oklahoma Department of Libraries and the Oklahoma Museums Association are developing a statewide Cultural Heritage Preservation Plan for Oklahoma's museums, libraries, and archives.

The purpose of the plan is to help support and strengthen Oklahoma museums and libraries, with an emphasis on increased public awareness, improved collections care, and greater funding.

Phase I of the planning process took place during 2009, at which time input from a variety of stakeholders was collected through a survey and at six regional Cultural Summits. This document represents a compilation of the information collected during Phase I. Your help is needed in prioritizing the proposed actions and further refining how the action items might be implemented. Who should be involved? Who has resources to contribute? Is someone already addressing the proposed action? Are there proposed solutions you wish to add to the list?

Phase II will analyze the information gathered, prioritize needs, and identify resources. The end result will be the development of a formal Cultural Heritage Preservation Plan.

Responses received by March 1, 2010 will be compiled into a report that will be presented and discussed at the 2010 Cultural Summit II meetings scheduled for late March from 10:00 am to 3:30 pm in Tulsa, Waynoka, Shawnee, Claremore, and Norman.

There is a small registration fee of \$10 per person, which includes lunch and materials. To view the full agenda or register online, visit www.okmuseums.org.

To download a paper copy of this survey, please visit the Oklahoma Department of Libraries website at www.odl.state.ok.us. Thank you!

1. Contact Information

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Organization:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
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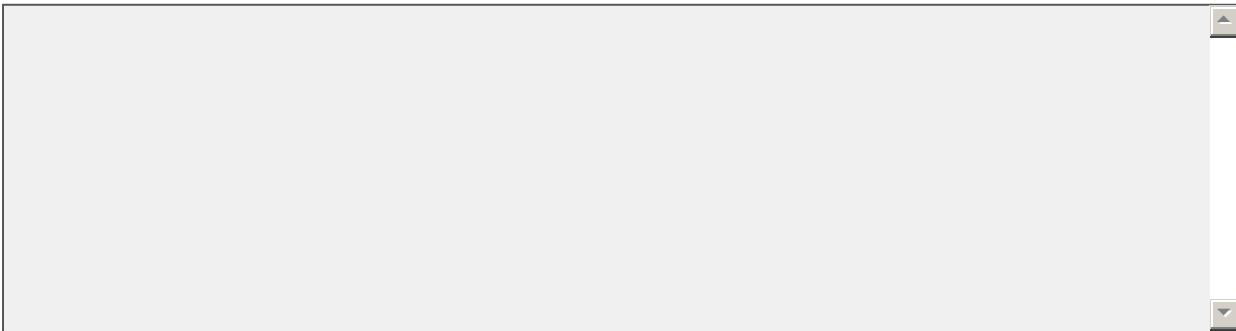
2. Funding

Studies have shown that few organizations have adequate funding. Five solutions have been proposed. Please provide your input on the proposed solutions.

1. Develop a statewide organization that will accept and regrant funds from a combination of public/private sources.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item.
- ☐ No opinion

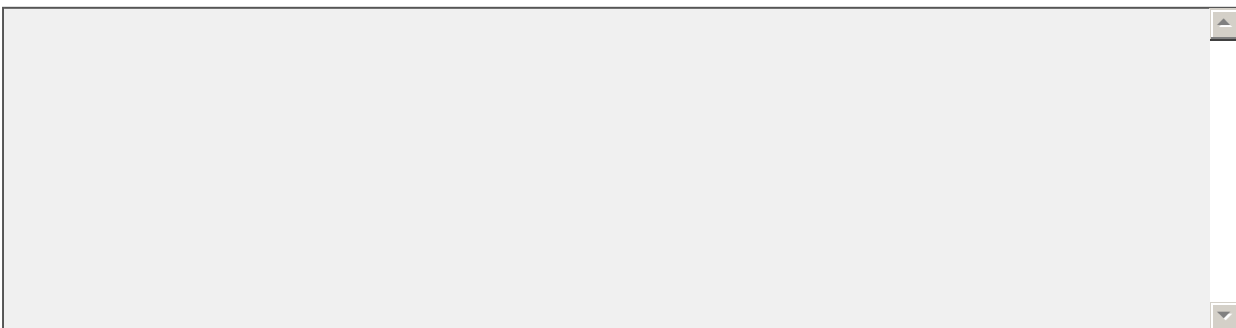
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2. Provide an online clearinghouse of information on funding opportunities.

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- ☐ Low Priority
- ☐ I would like to help with this action item.
- ☐ No opinion

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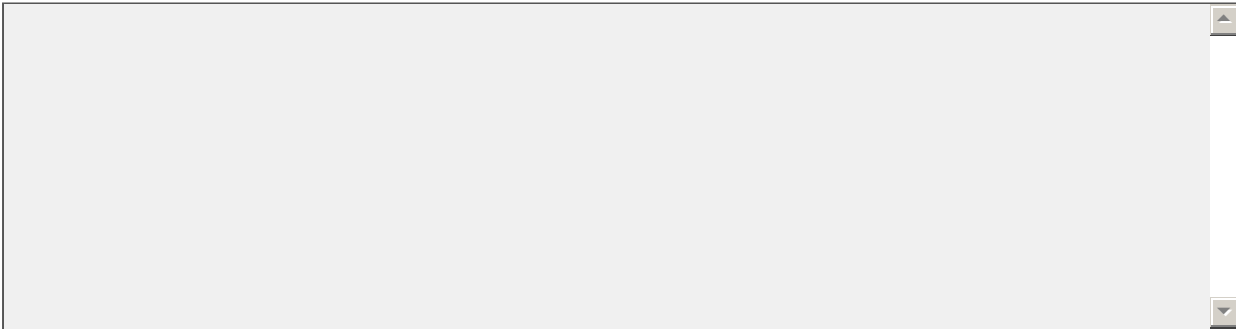


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3. Help organizations identify and develop diverse revenue streams, i.e., gift shops, online sales of merchandise, etc.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item.
- ☐ No opinion

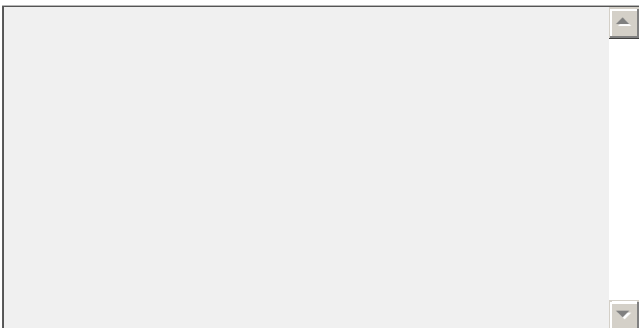
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4. Create a network of successful grant writers/fund raisers who can provide assistance with preparing grant proposals and developing comprehensive fund raising campaigns.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item.
- ☐ No opinion

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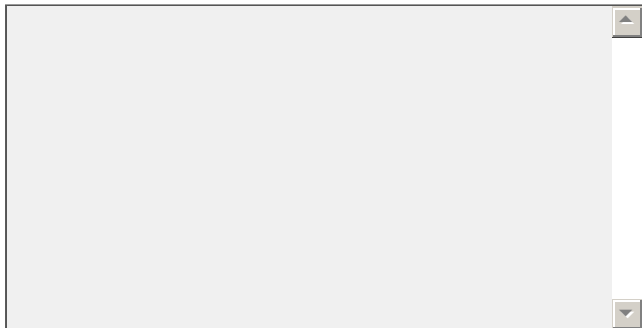


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5. Leverage more Federal funding through the establishment of collaborative projects.

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- ☐ I would like to help with the action item.
- ☐ No opinion

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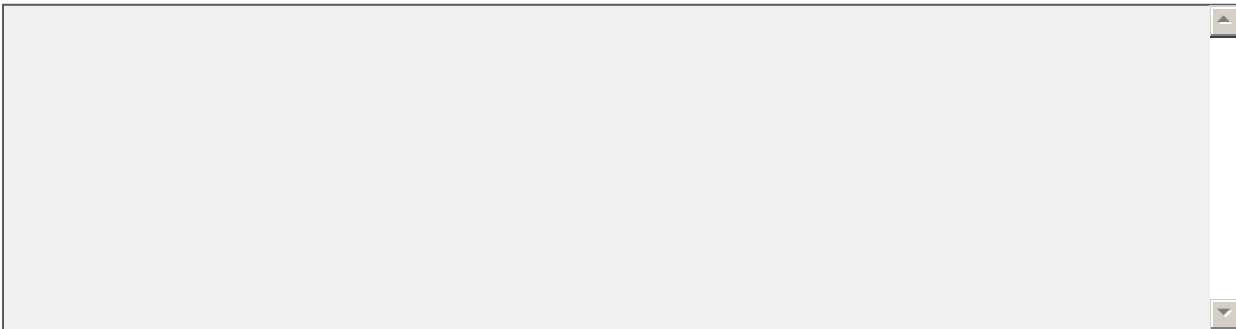
3. Public Awareness/Marketing

There is a general lack of awareness of Oklahoma's cultural institutions and the role they play in preserving the state's unique heritage.

1. Work with the Oklahoma Department of Tourism to develop and implement a comprehensive Cultural Tourism Plan.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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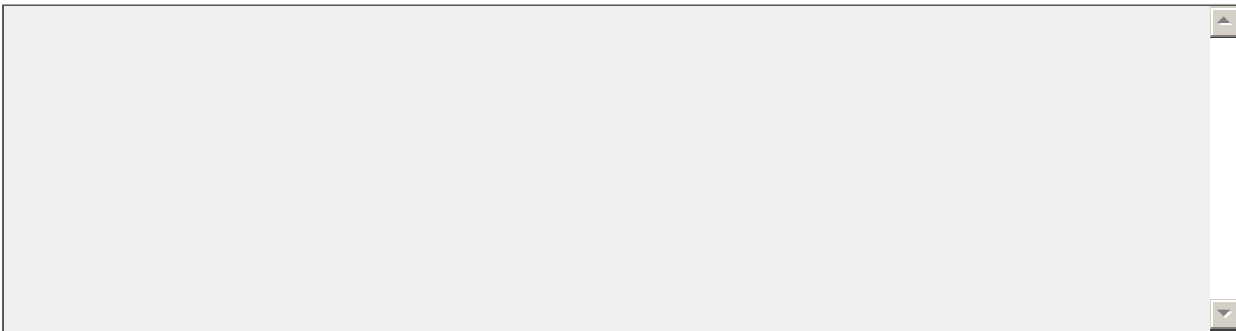


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2. Develop a cultural map showing locations of museums, libraries, universities/colleges, historical markers, cemeteries, etc.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

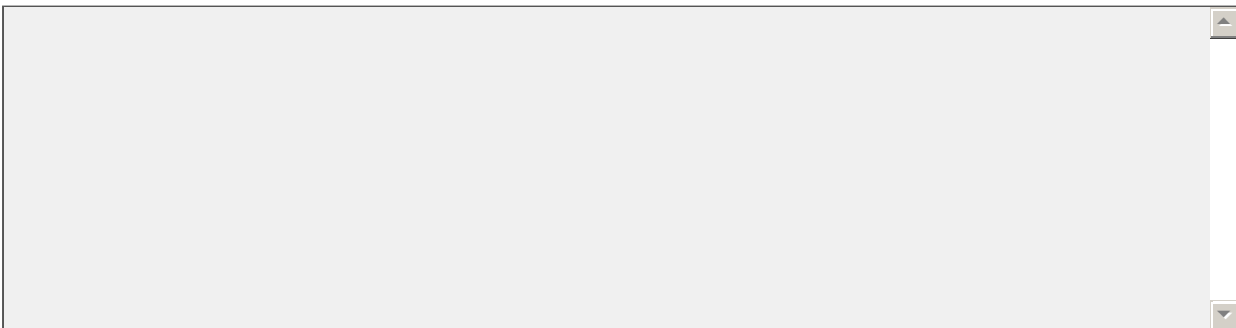
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3. Develop and publish a "collections profile" directory of cultural institutions, with emphasis on what they collect.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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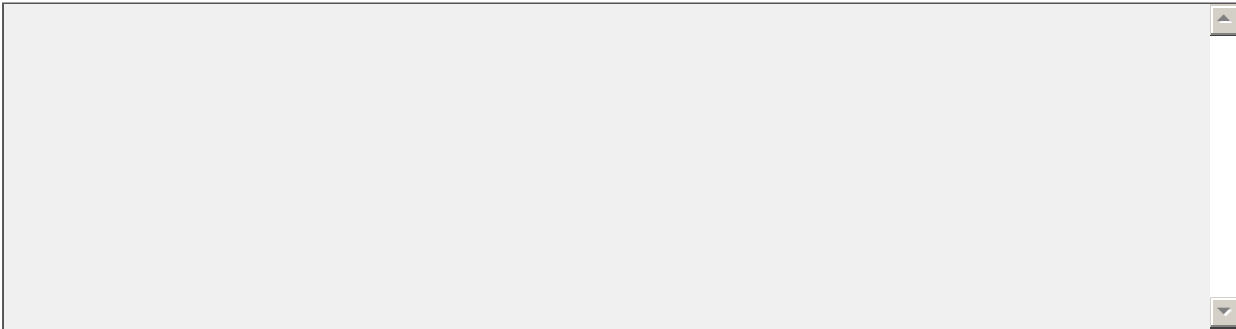


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4. Produce an Oklahoma-specific video similar to the IMLS Connecting to Collections 4-minute video. (visit <http://www.imls.gov/collections/about/video.htm>)

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

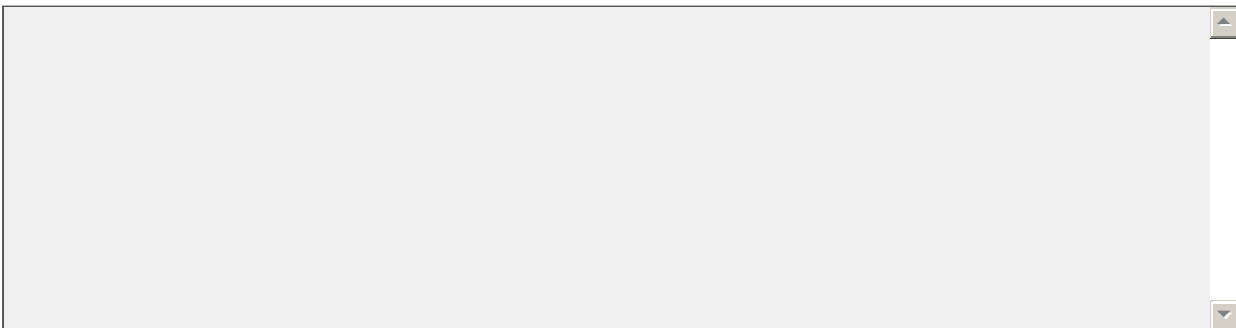
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5. Collect and share case studies of how archives, libraries and museums connect with their communities.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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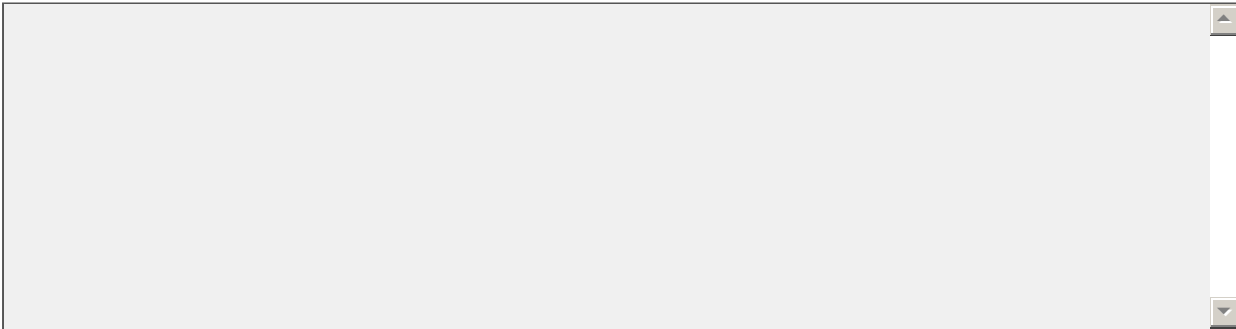


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6. Work with the Department of Commerce to engage archives, libraries and museums with Main Street and other community development programs.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

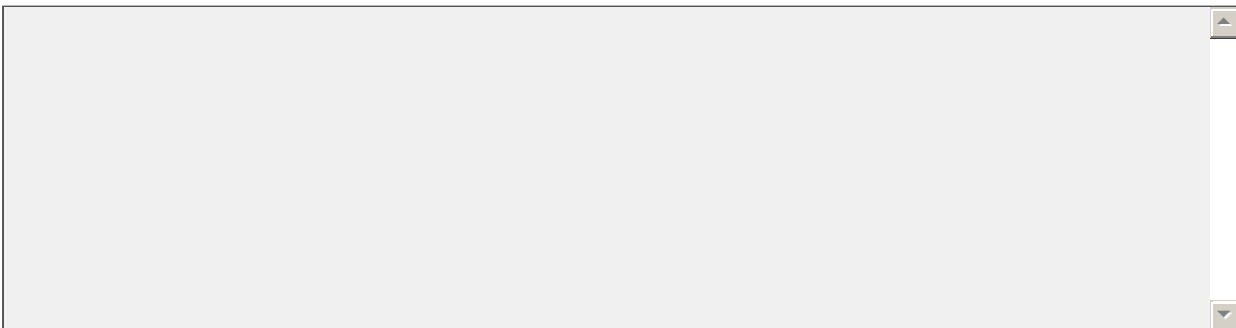
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7. Work with the Oklahoma Chamber of Commerce and other business entities to promote the value of culture to a community.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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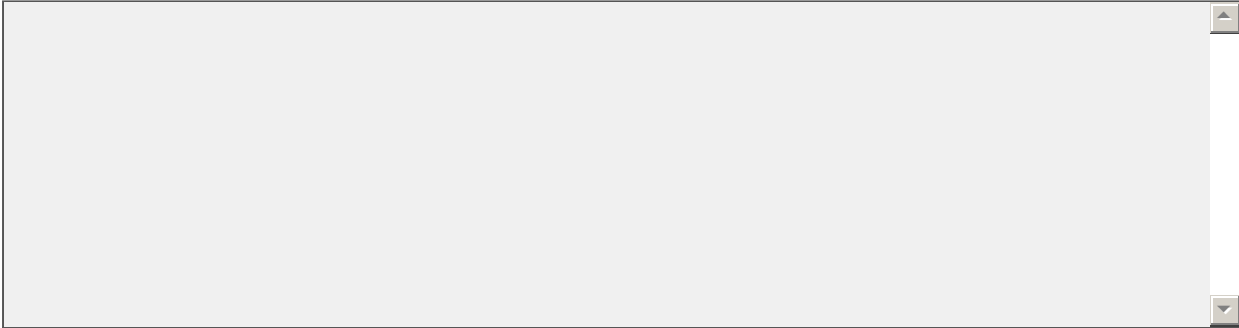


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8. Hold an annual Advocacy Day for archives, libraries, and museums.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

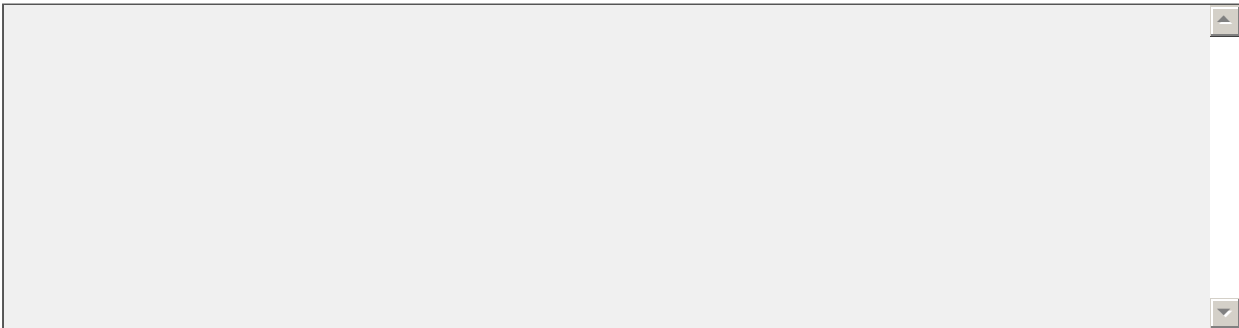
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9. Encourage more local collaboration between museums and libraries on signage, marketing materials, cross promotion.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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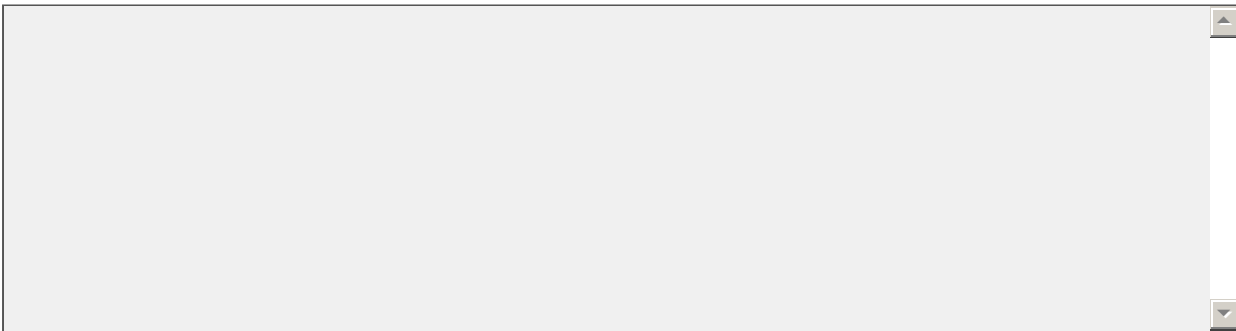


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10. Help with implementing new technology into marketing, i.e., Facebook, You Tube, My Space, Twitter, Wikipedia, Flickr,etc.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

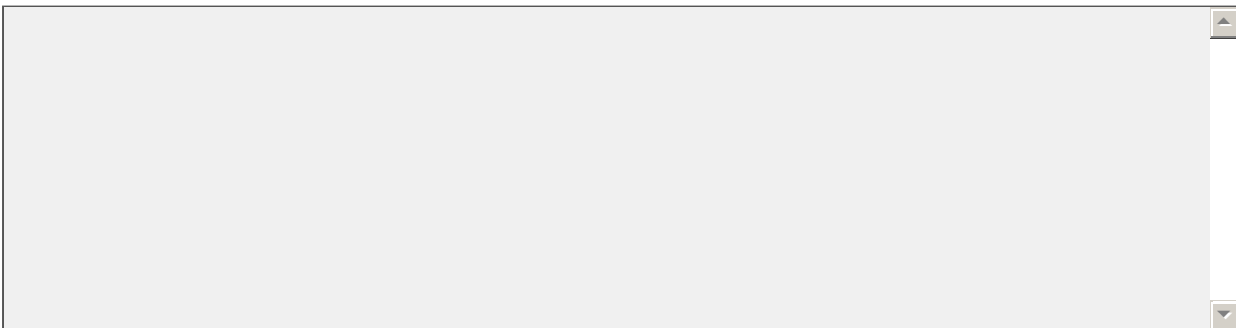
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11. Design cooperative ways to communicate with audiences, i.e., phone tours, digital tours, utilization of digital age technology.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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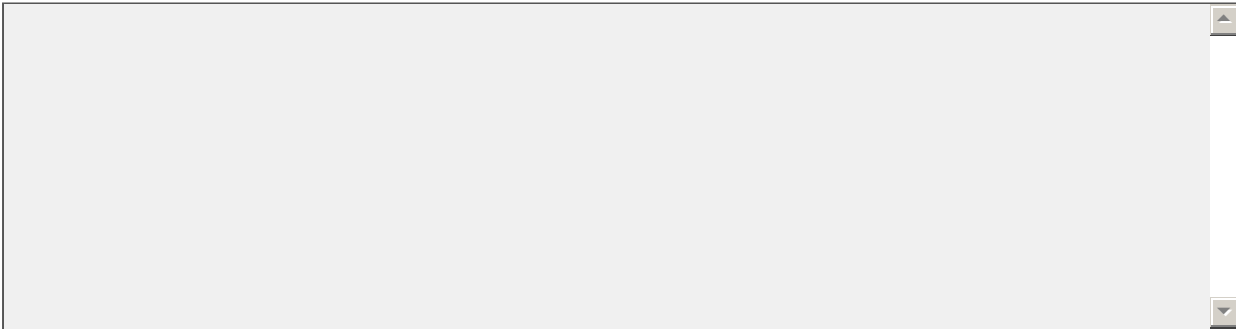


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12. Provide assistance with "branding" organizations; perhaps work with the major marketing firms in OKC and Tulsa to adopt one or two organizations a year.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

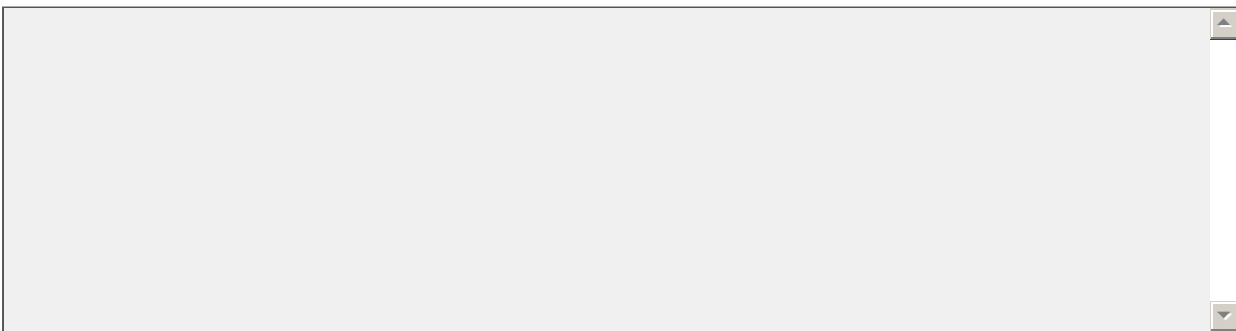
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13. Develop a program to better connect educators with archives, libraries, and museums.

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- ☐ I would like to help with this action item
- ☐ No opinion

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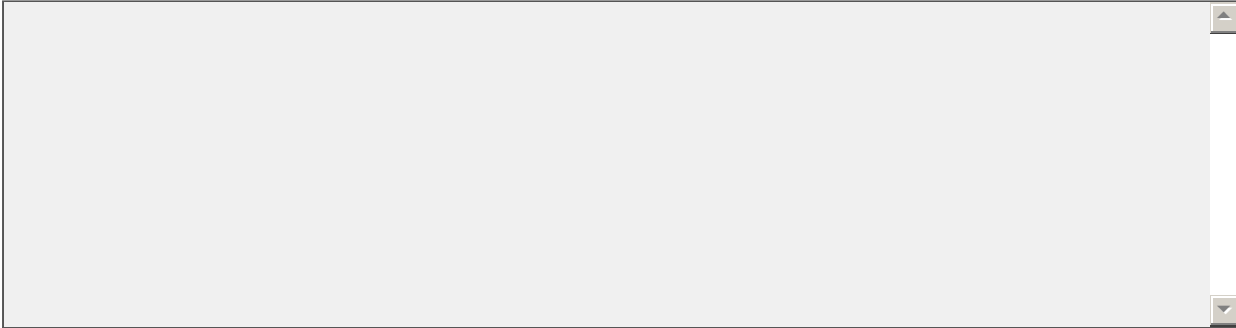


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14. Work with Preservation Oklahoma to build on the concept of "This Place Matters".

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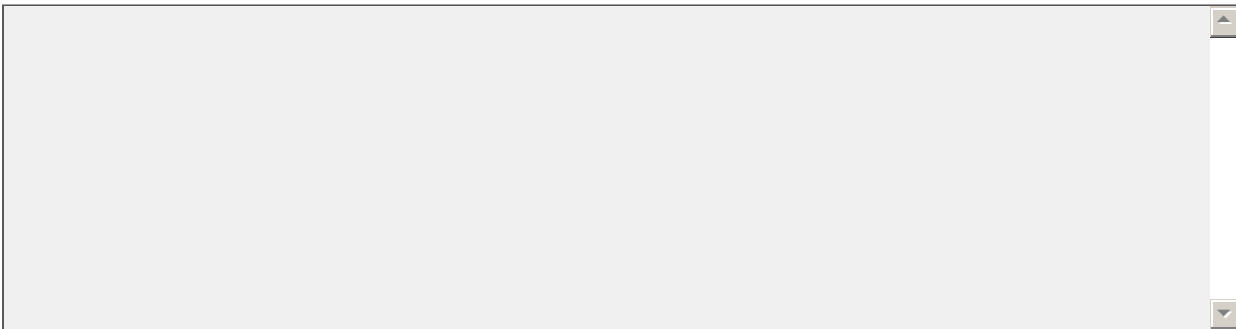
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15. Develop a statewide media campaign to promote archives, libraries, and museums.

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- ☐ I would like to help with this action item
- ☐ No opinion

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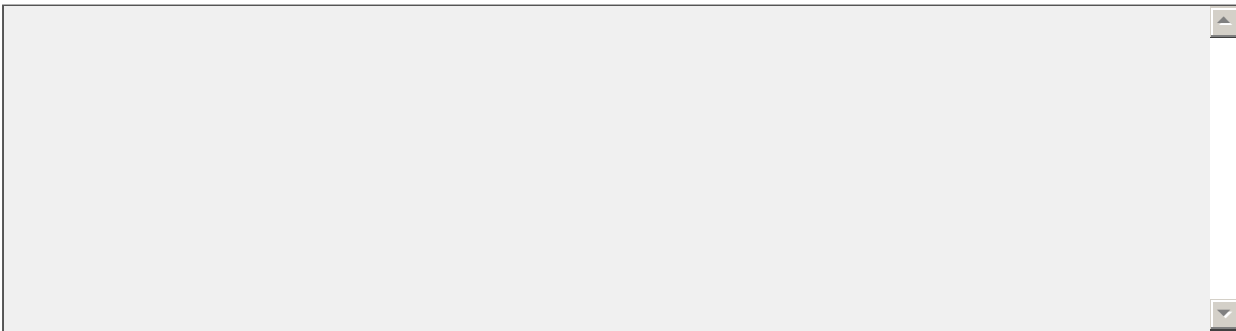


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16. Develop a speaker's bureau that can present a compelling case for collections care and other issues relating to archives, libraries, and museums. Perhaps partner with Toastmasters.

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- ☐ I would like to help with this action item
- ☐ No opinion

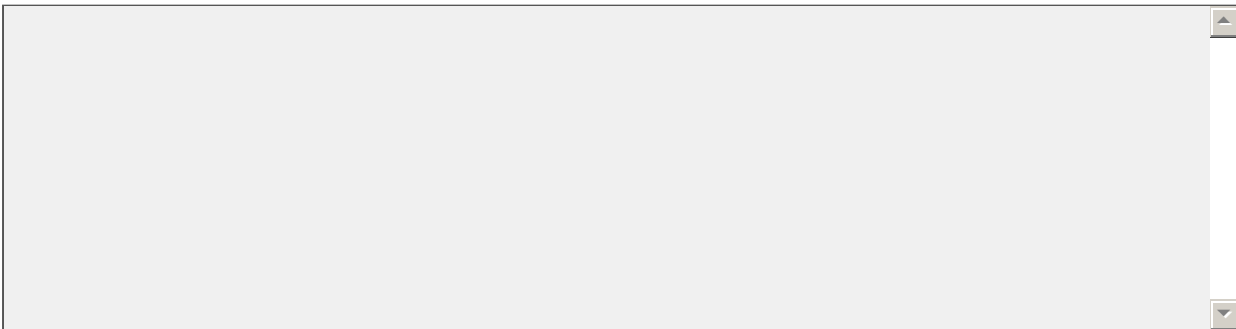
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17. Conduct a public relations campaign to encourage members of the public to donate items to an appropriate collecting institution.

- ☐ High Priority
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- ☐ I would like to help with this action item
- ☐ No opinion

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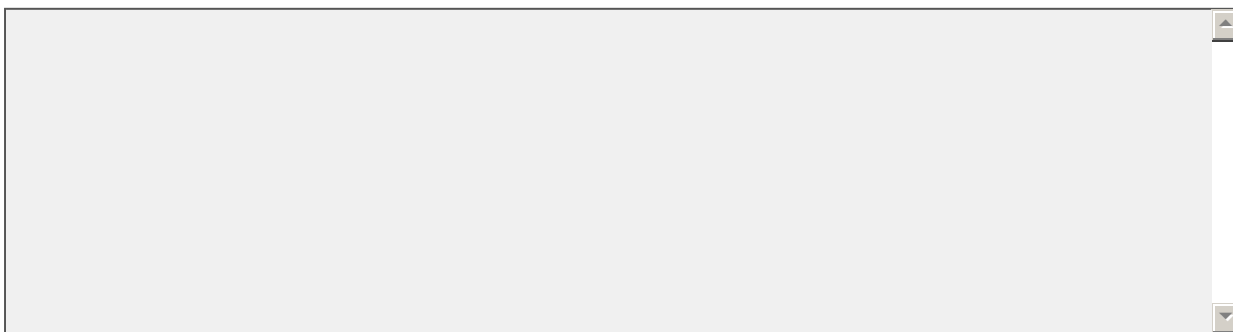
4. Staff/Board Development

Many Oklahoma collecting institutions are staffed by individuals who are not experienced in collection care or organizational management. Further, many are governed by board members who lack understanding of their roles and responsibilities.

1. Sponsor regional workshops to encourage greater participation on the part of board members and support staff.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

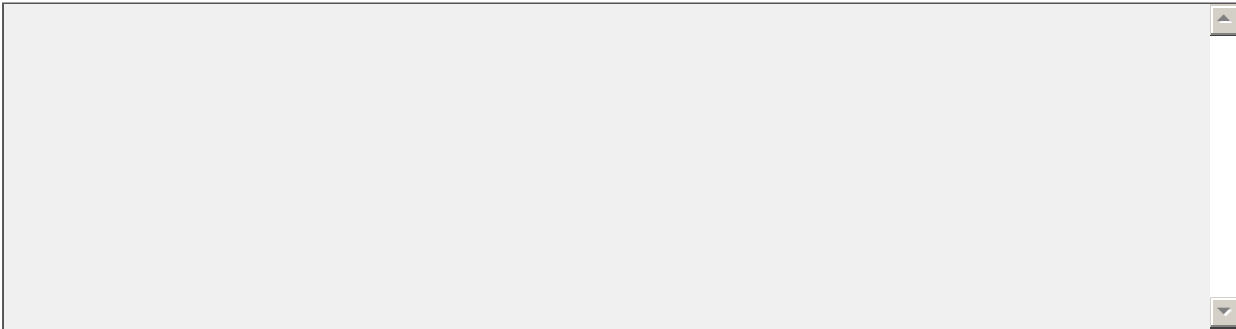


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2. Provide certification to workshop attendees to demonstrate they have participated in activities that enable them to improve their skills.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

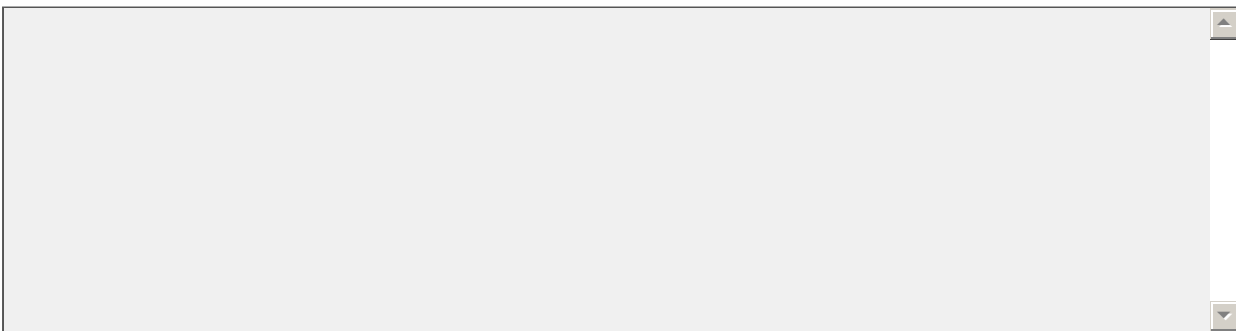
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3. Provide information on self directed study programs for collections care.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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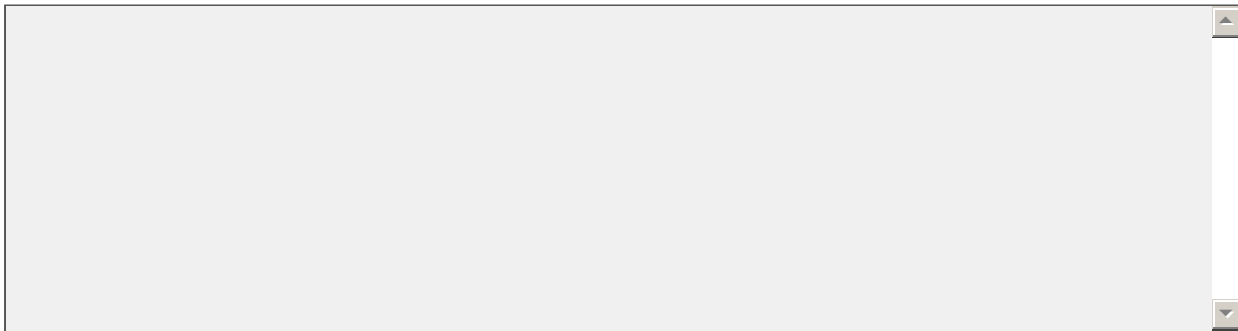


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4. Establish a culturally responsive MAP (Museum Assessment Program) or CAP (Collections Assessment Program) targeted to the needs of tribes.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

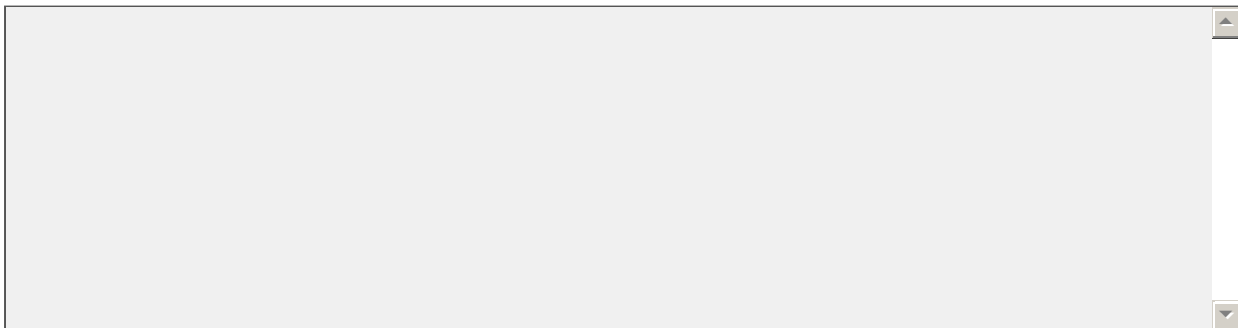
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5. Offer assistance to Oklahoma institutions applying for MAP (Museum Assessment Program) or CAP (Collections Assessment Program).

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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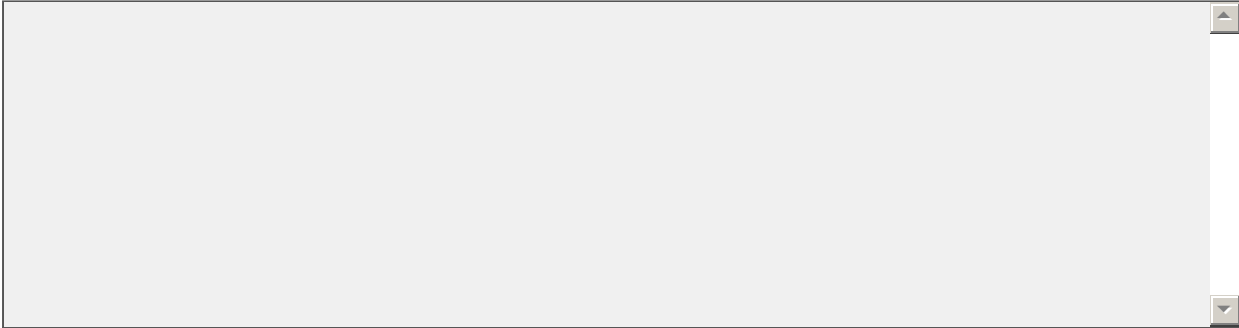


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6. Establish an online resource library with sample plans and policies.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

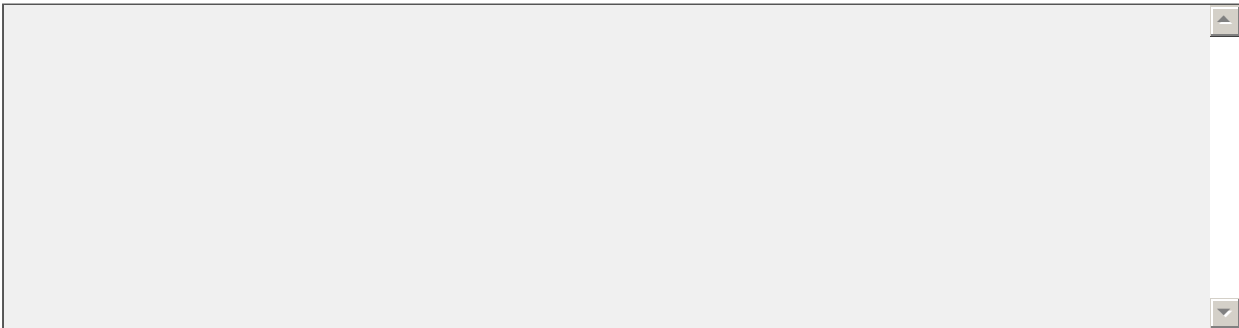
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7. Sponsor circuit riders who can visit archives, museums and libraries to provide consultations on collections care, marketing, programs, etc.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
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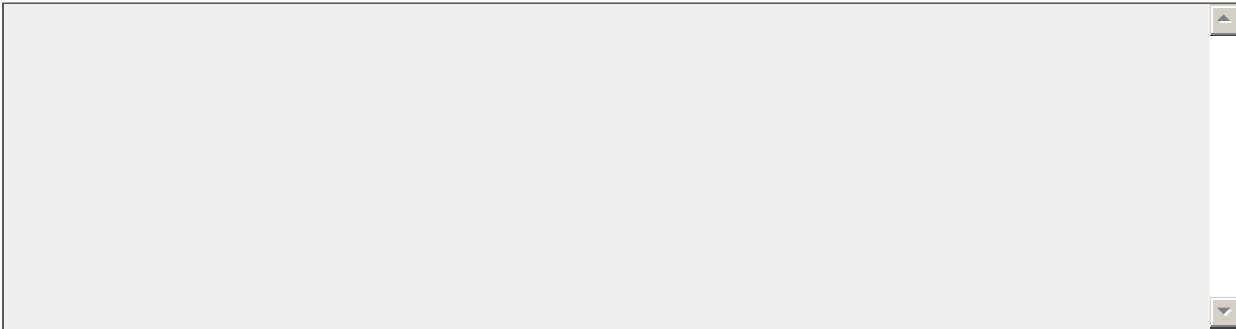


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8. Establish mentoring program, partnering experienced professionals with emerging staff/volunteers.

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- ☐ I would like to help with this action item
- ☐ No opinion

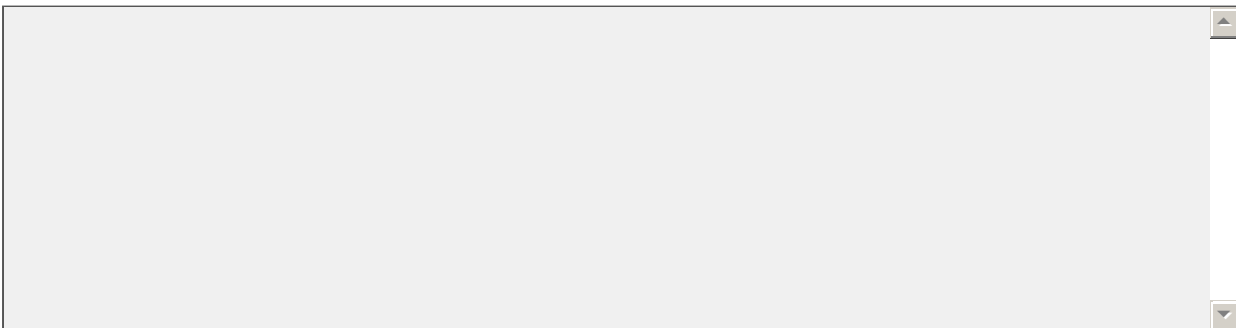
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9. Establish clearing house for volunteer/interns to match them up with organizations in need.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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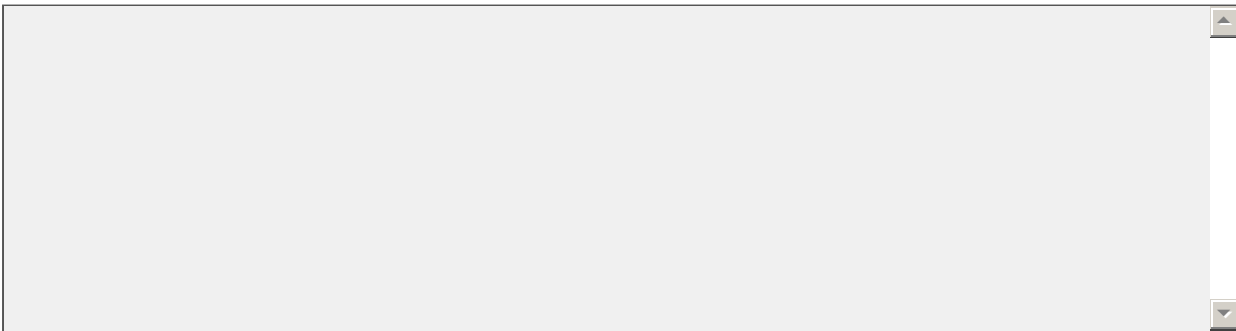


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10. Help strengthen archives, libraries, and museums by encouraging and supporting participation in existing standards-based programs for model organizations, i.e. StEPs through the American Association for State and Local History.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
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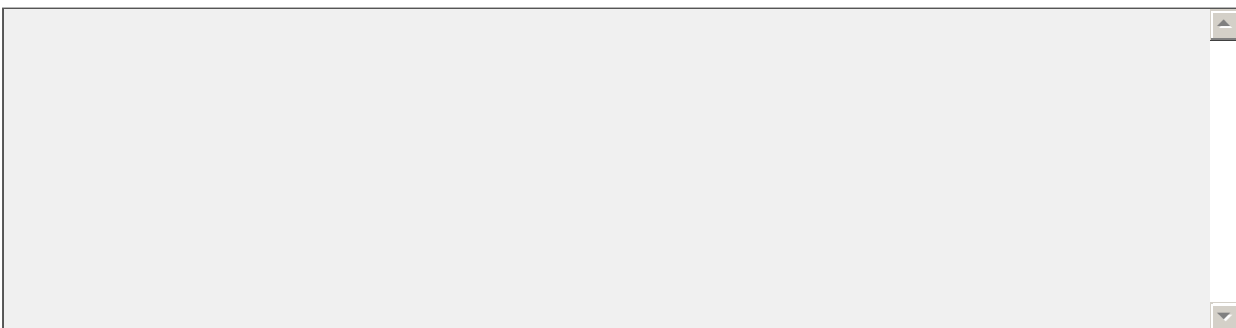
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11. Establish a web-based clearinghouse for case studies of successful projects.

- ☐ High Priority
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- ☐ I would like to help with this action item
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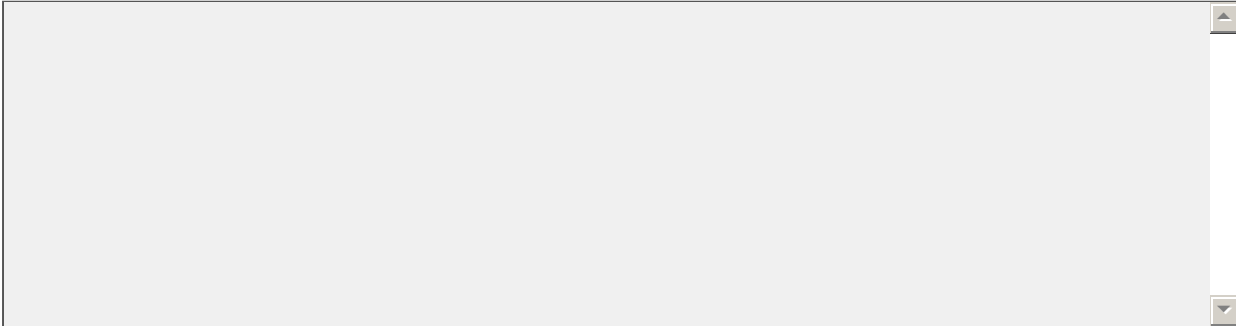
5. Collaborative Partnerships

While museums and libraries have many common objectives, there is little interaction.

1. Continue bringing archives, libraries and museums together for regional Cultural Summit meetings.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

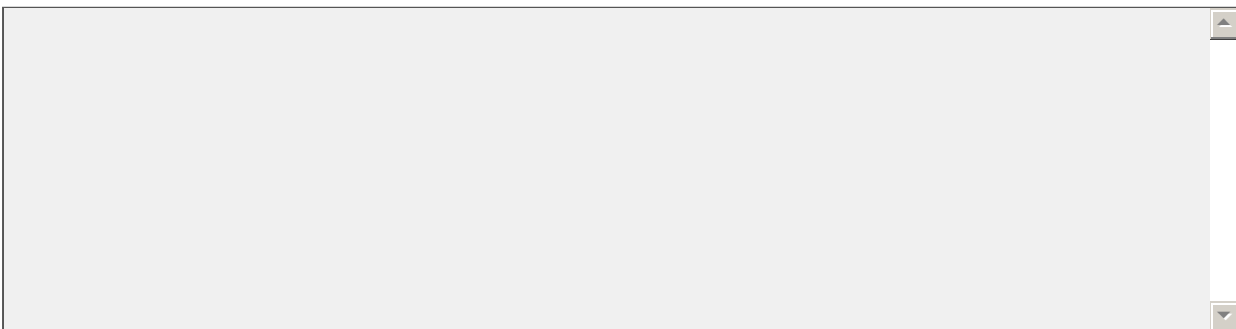
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2. Develop a directory of key personnel of archives, museums and libraries.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

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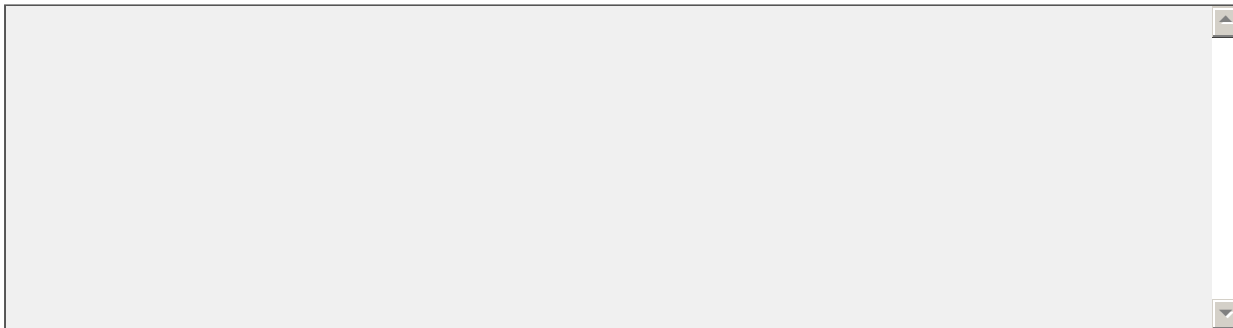


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3. Provide an awards program to recognize libraries and museums that work together.

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- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

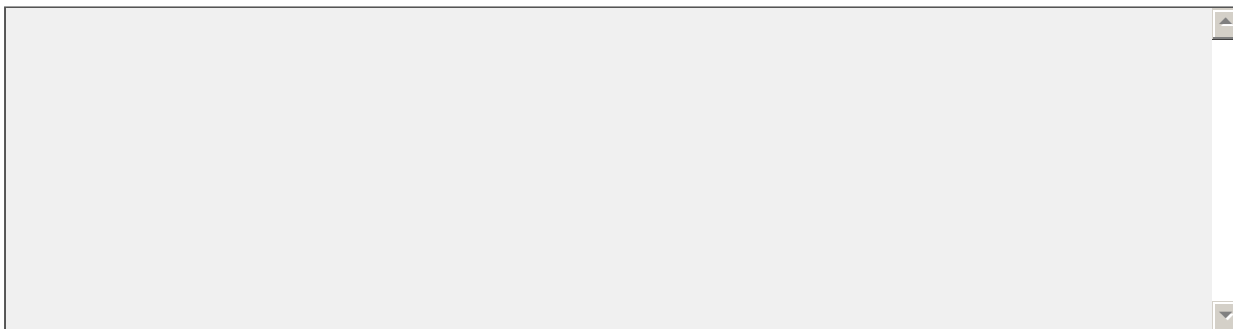
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4. Sponsor a workshop on IMLS museum/library collaboration grant program.

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- ☐ No opinion

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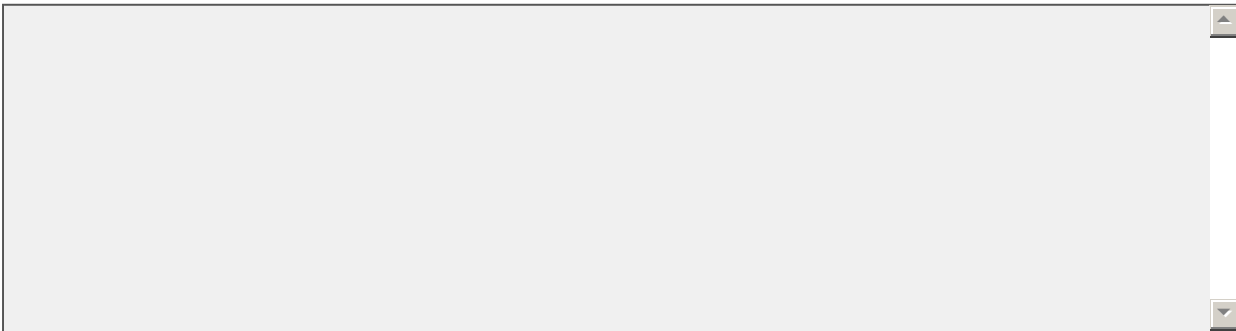
6. Emergency/Disasters Preparedness

While Oklahoma is prone to natural disasters, the majority of cultural institutions are not equipped to deal with emergencies.

1. Establish teams of people trained in dealing with common disasters (flood, fire, wind damage) that can respond to emergencies.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
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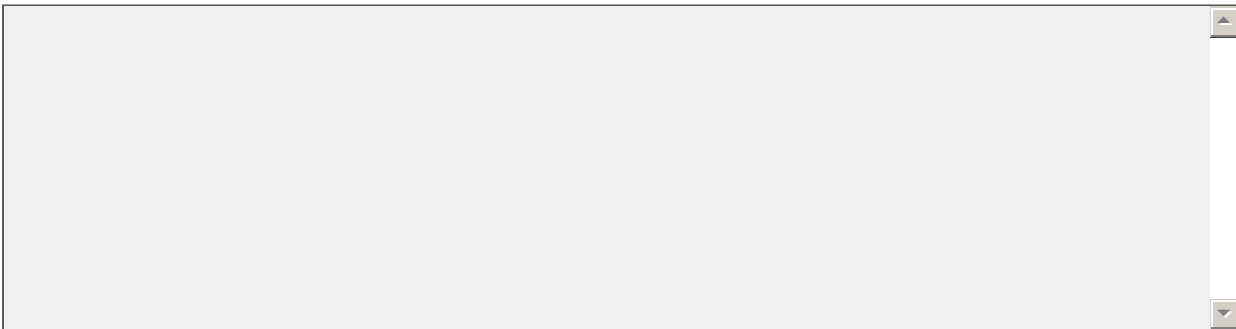


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2. Equip teams with adequate supplies, not only to ensure their safety but to enable them to salvage collections.

- ☐ High Priority
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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

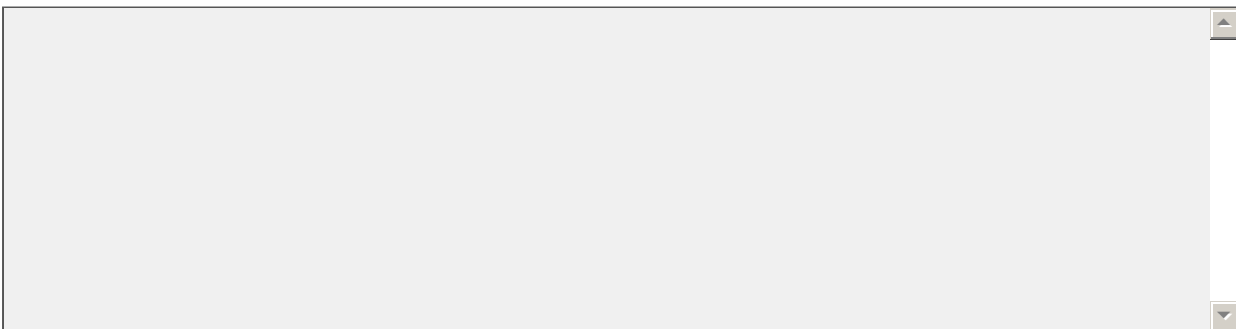
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3. Establish supply caches in strategic locations around the state.

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- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

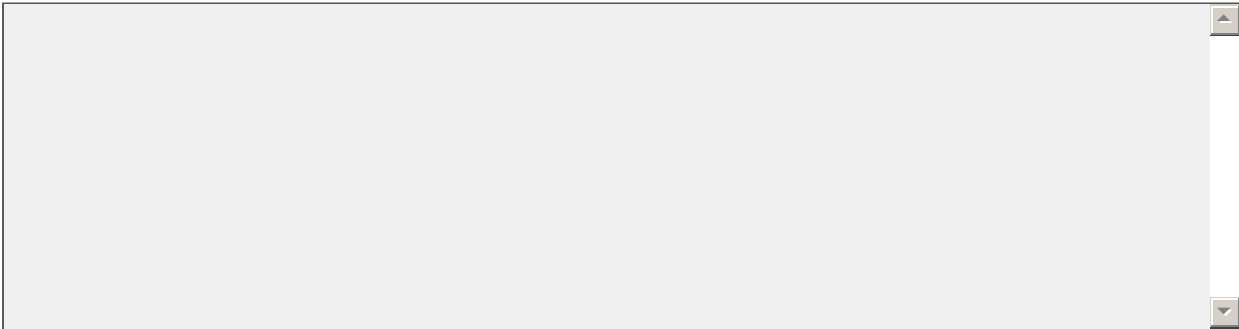


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4. Establish clearinghouse with sample emergency plans and links to resources such as Heritage Preservation or other online planning tools.

- ☐ High Priority
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- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)



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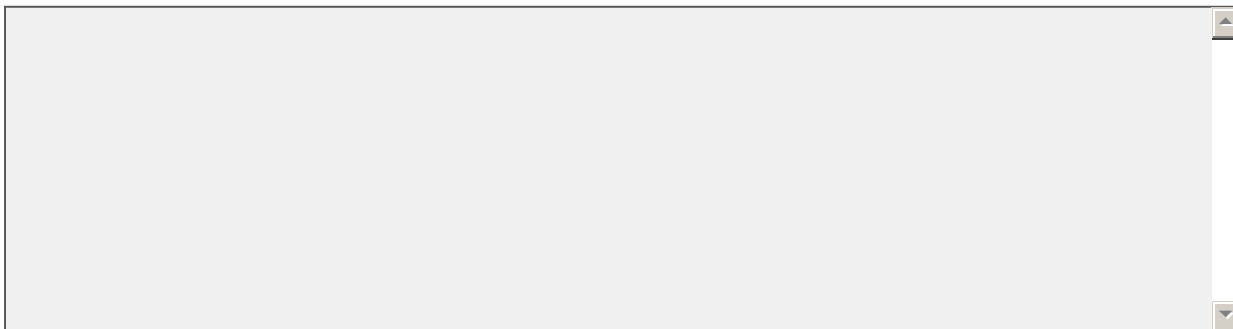
7. New Media/Digitization Projects/Technology

Many small museums do not know how to develop a web presence, have little funding for software and hardware, and do not have the capability of undertaking digitization projects.

1. Establish digitization standards and best practices for Oklahoma institutions, based on national standards.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

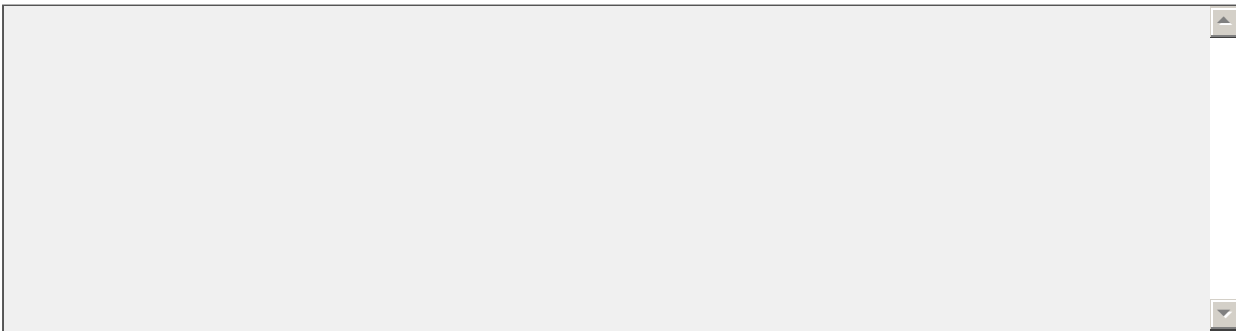


Cultural Heritage Preservation Plan, Phase II

2. Provide a central web-portal that connects digital collections from various institutions. Revisit the Oklahoma Heritage Online project and seek major funding for its implementation.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

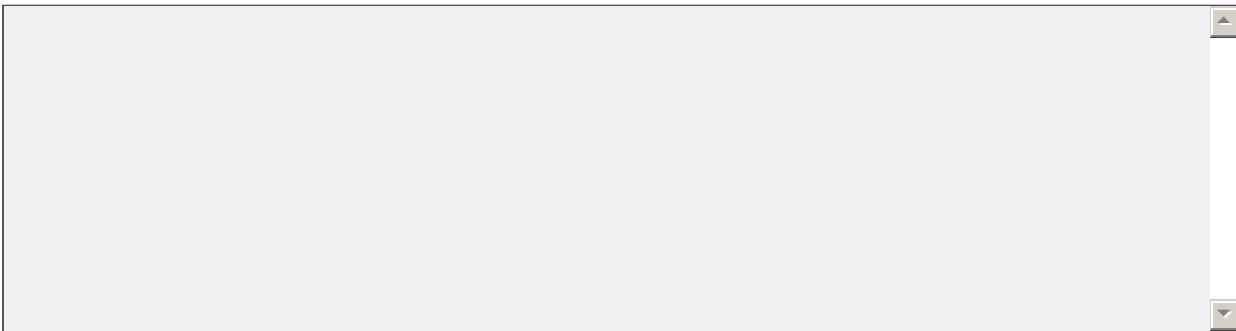
Other (please specify)



3. Establish a clearinghouse for digital projects in Oklahoma. Who is doing what? Let's not duplicate efforts.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

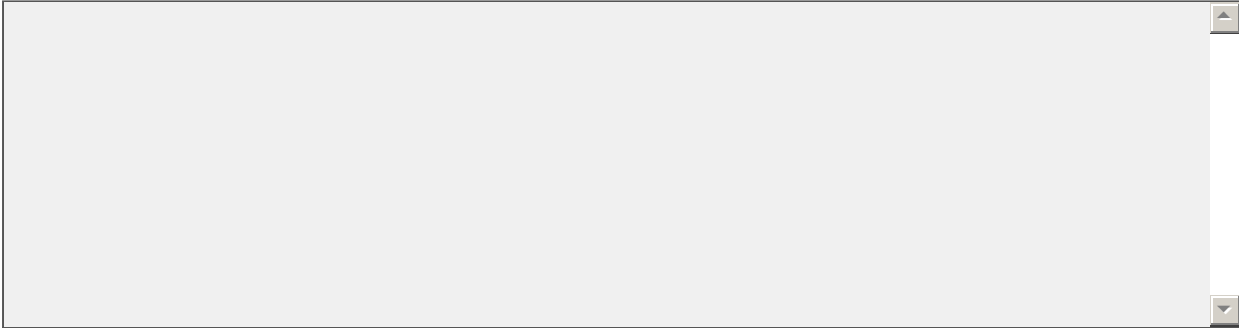


Cultural Heritage Preservation Plan, Phase II

4. Provide information on, or access to, a centralized cold storage vault for recordings.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

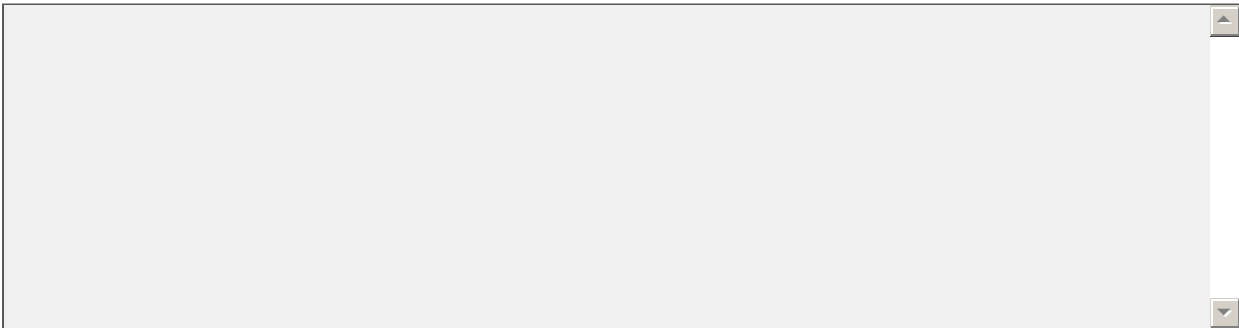
Other (please specify)



5. Provide vendor information, possibly a master contract for statewide digitization projects.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

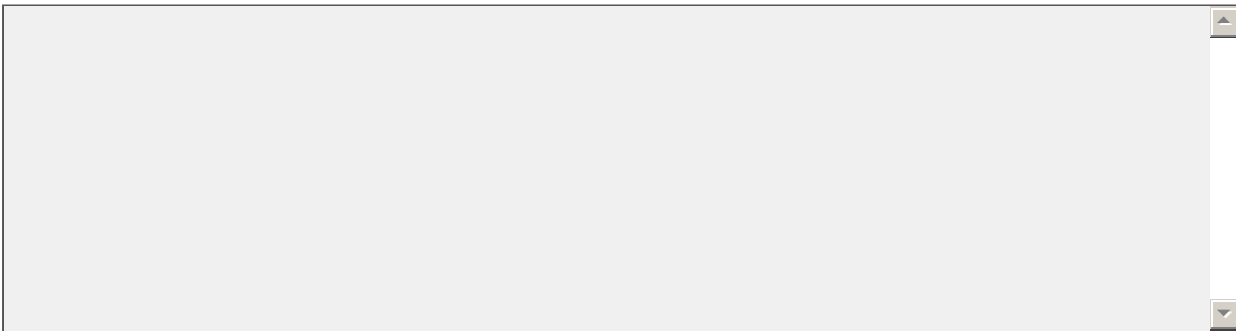


Cultural Heritage Preservation Plan, Phase II

6. Promote the low cost software/hardware provided to non-profit organizations by TechSoup.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

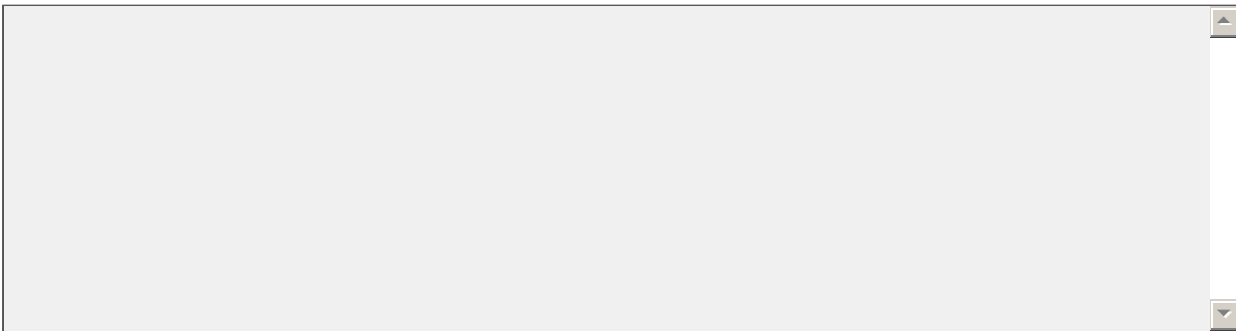
Other (please specify)



7. Provide information on developing technology plans and providing insights into communicating with IT staff to ensure that needs are met, i.e., databases, server space, website design, etc.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

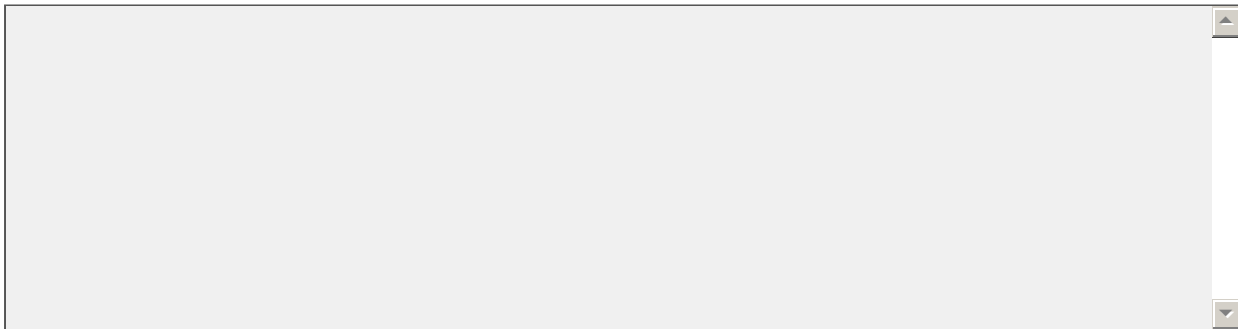


Cultural Heritage Preservation Plan, Phase II

8. Provide an easy-to-manage template that will enable all cultural organizations to have a web presence.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

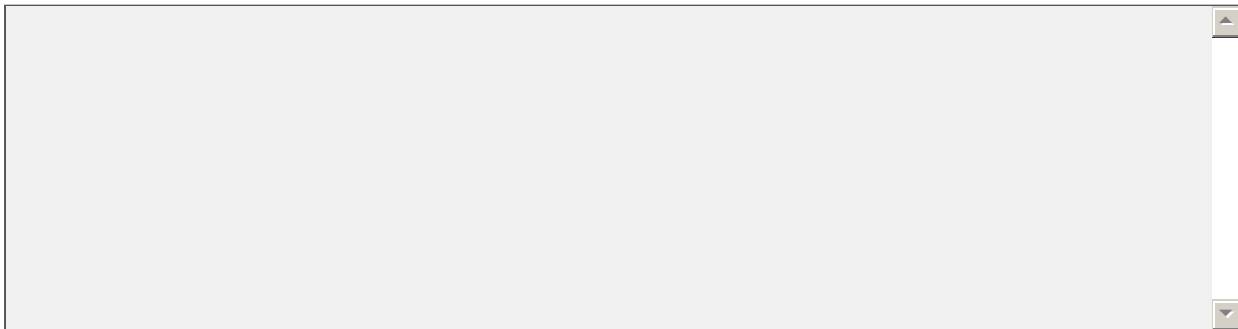
Other (please specify)



9. Establish a centralized digitization laboratory equipped with a broad range of recording/playback equipment to enable the migration of a wide range of recorded formats.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)



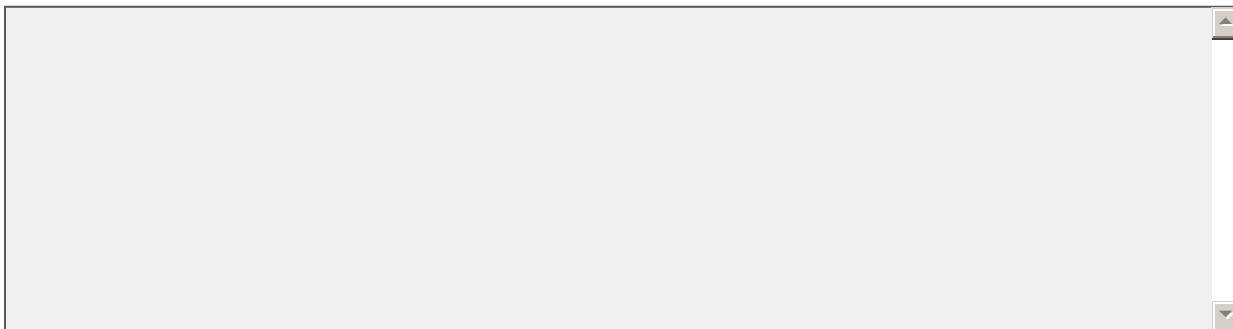
8. Facilities

Many facilities that house Oklahoma's most valuable collections are not secure, do not provide a suitable environment, and are in need of major improvements/upgrades.

1. Develop self-assessment surveys to enable organizations to identify problems and prioritize needs.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

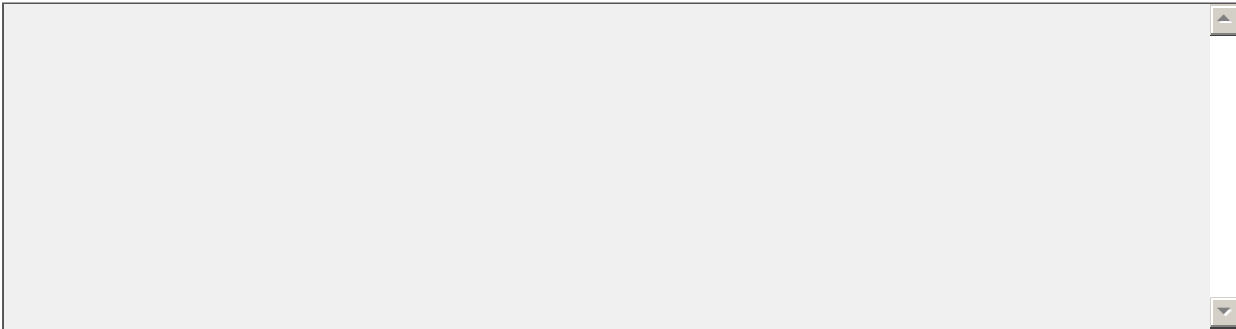


Cultural Heritage Preservation Plan, Phase II

2. Work with Preservation Oklahoma, State Historic Preservation Office, and other organizations to leverage funding to help preserve historic buildings.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

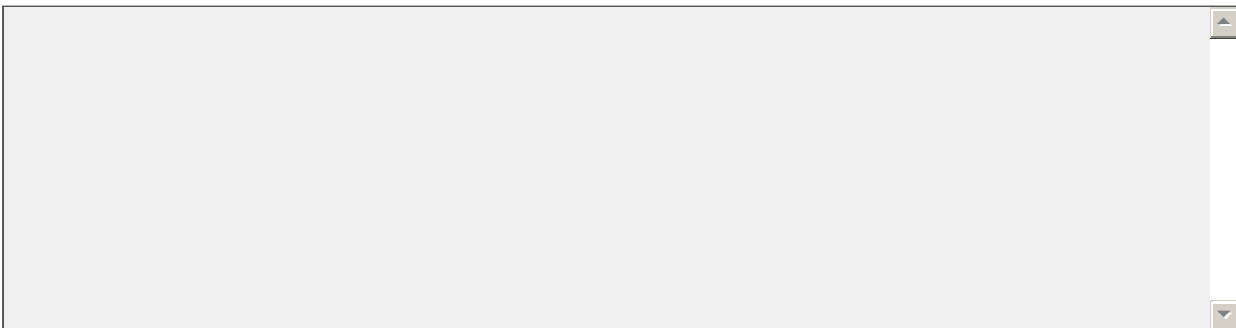
Other (please specify)



3. Develop a clearinghouse for businesses/organizations to donate surplus supplies, materials, equipment, and furnishings.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

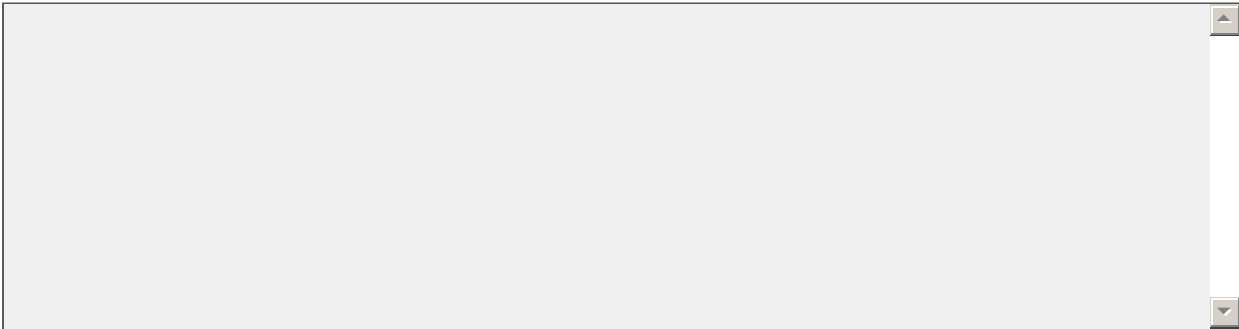


Cultural Heritage Preservation Plan, Phase II

4. Develop a network of architects, engineers, contractors, and trades people who will volunteer services.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)



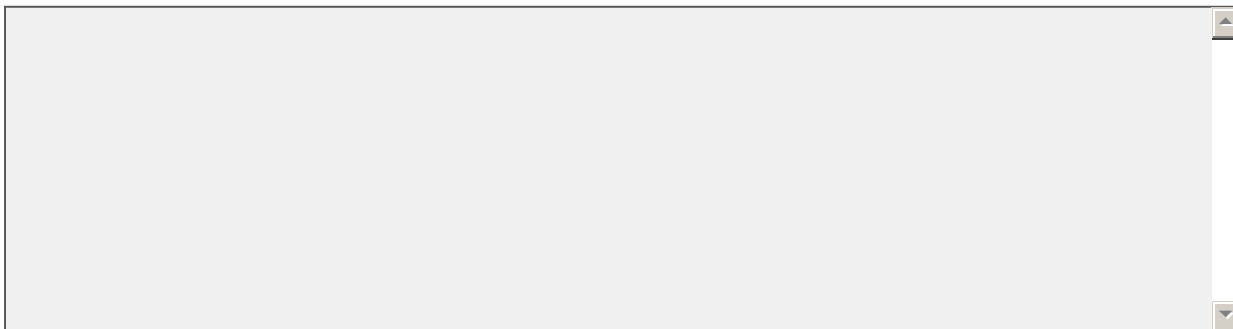
9. Collections Care/Management

Necessary conservation of valuable materials is often left undone because there is a lack of trained conservators, conservation laboratories, and a basic understanding of collections care standards.

1. Provide information on standardized methodologies for conducting and maintaining an inventory of collections.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

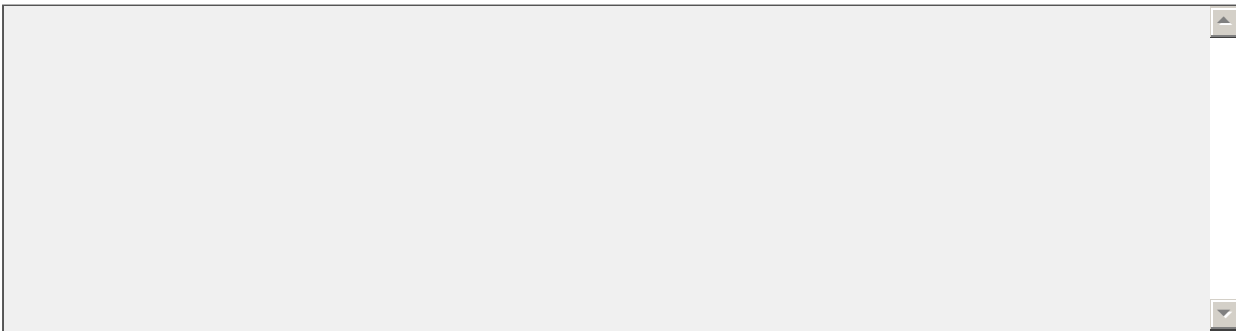


Cultural Heritage Preservation Plan, Phase II

2. Provide information on establishing vermin and pest controls, with an emphasis on Integrated Pest Management, perhaps supplying IPM kits with necessary traps and materials for a small cost-recovery fee.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

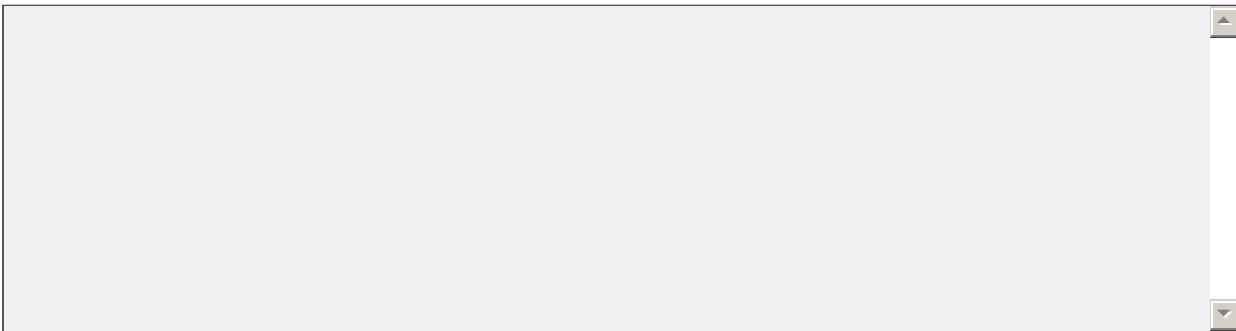
Other (please specify)



3. Establish a clearinghouse for organizations that need to deaccession items so that items may be transferred to an appropriate institution.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

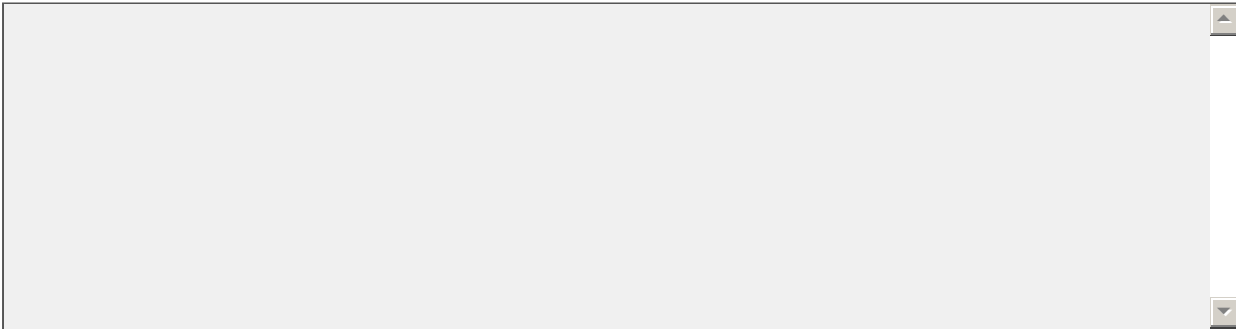


Cultural Heritage Preservation Plan, Phase II

4. Establish a database of resources, vendors, suppliers, consultants, and others. Allow users of services to evaluate and rate vendors.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

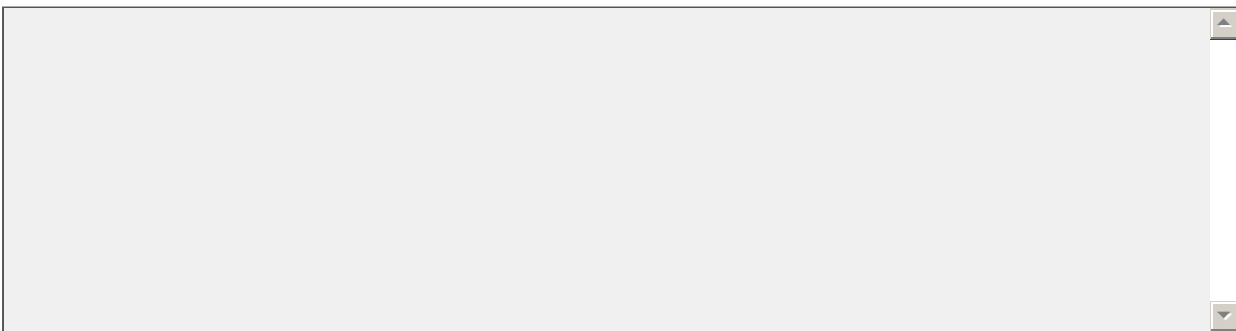
Other (please specify)



5. Organize a supply co-op.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

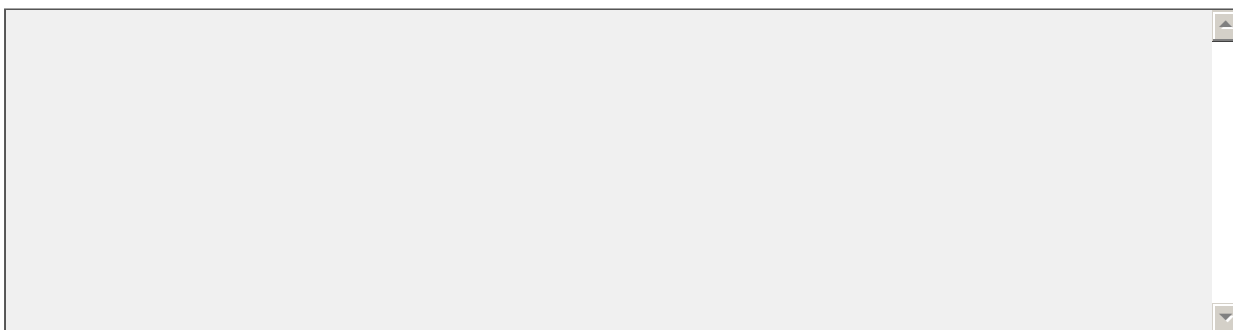


Cultural Heritage Preservation Plan, Phase II

6. Raise awareness for board members and others on the importance of following collections policies.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

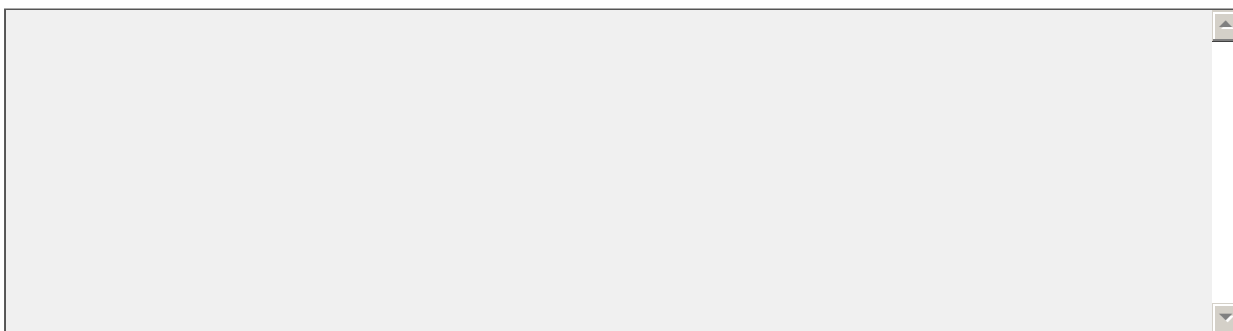
Other (please specify)



7. Provide training in collections care.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

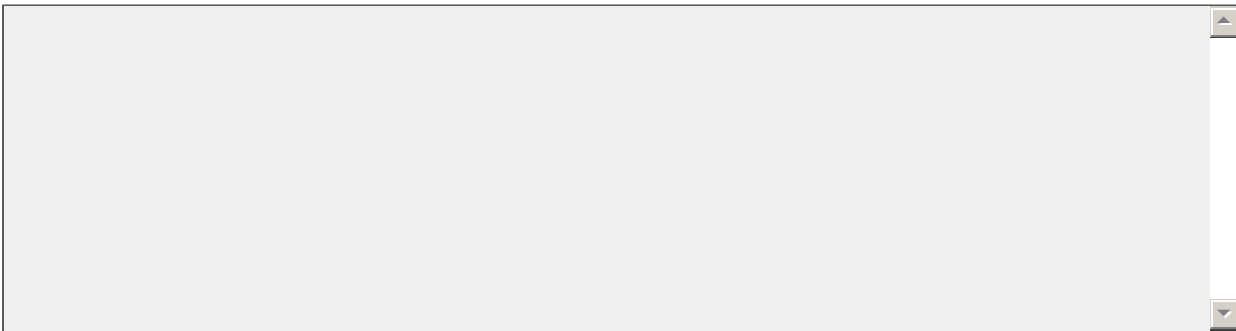


Cultural Heritage Preservation Plan, Phase II

8. Develop a website clearinghouse with fact sheets, i.e., simplified step-by-step directions on preventative care and basic conservation techniques.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

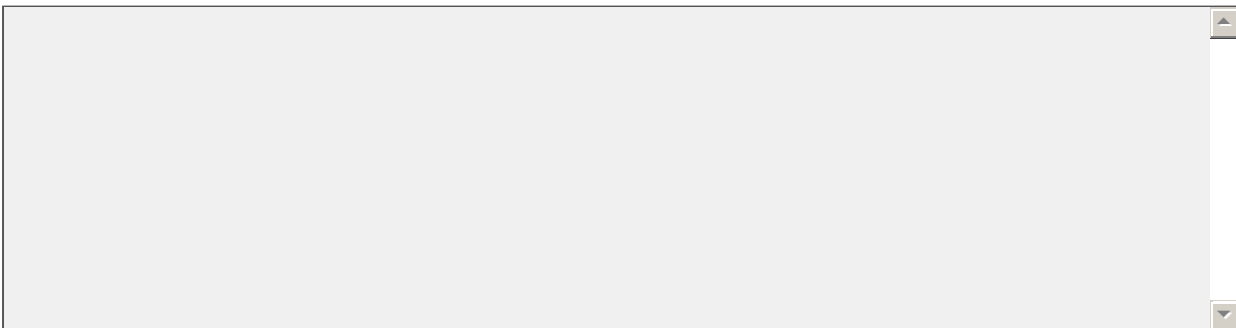
Other (please specify)



9. Develop a centralized conservation laboratory similar to the Gerald R. Ford Center for Conservation.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)



Cultural Heritage Preservation Plan, Phase II

10. Pass legislation that protects collections,i.e., severe penalties on the theft of collections, help for museums with collection items for which no deed of gift exists,and prevent collections significant to the history of Oklahoma from leaving the state, etc.

- ☐ High Priority
- ☐ Priority
- ☐ Low Priority
- ☐ I would like to help with this action item
- ☐ No opinion

Other (please specify)

